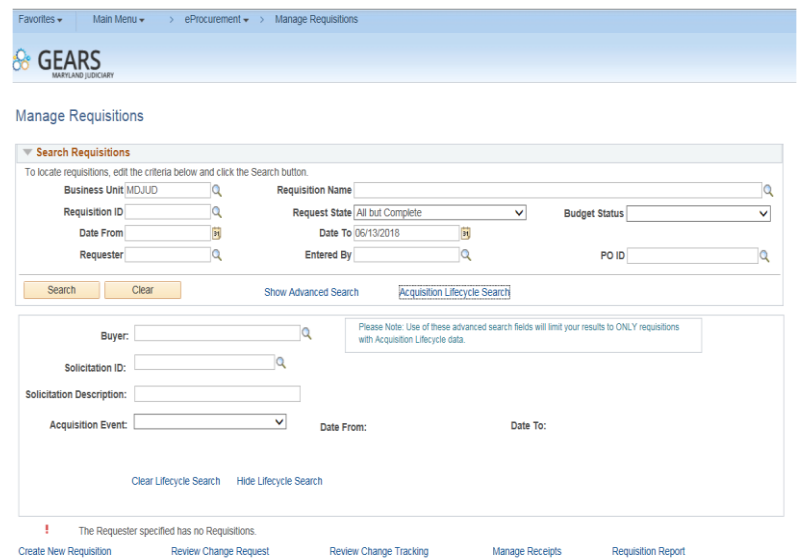


LAST REVISED DATE: 07/16/2018

General Information

Task	Process Information
<p>Navigating the Acquisition Lifecycle (for Field and Non-DPCGA users)</p>	<p>The GEARS Acquisition Lifecycle is a repository for solicitation, vetting and contract execution activities that occur during an acquisition's lifecycle. Minimum requirements for inclusion are as follows:</p> <ul style="list-style-type: none"> • Requisition >= \$25,000 • A Buyer is assigned to the Requisition • Requisition is in 'Approved' status <p>DPCGA buyers are able to add as well as update the repository, while non-DPCGA users will have read-only access. Note: Your results may be limited by PCA access.</p> <p>For non-DPCGA users, there are two ways to access the Acquisition Lifecycle:</p> <ul style="list-style-type: none"> • Manage Requisitions • Acquisition Lifecycle Search

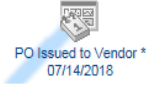
GEARS Navigation

Option I:	
<p>Navigation: Main Menu > eProcurement > Manage Requisitions</p>	<p>Manage Requisitions</p> 

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS																
1.1	If a specific Requisition ID or other requisition-related information is known (i.e., Requester, Date Range, PO ID, etc.), enter your selection criteria, and then click the 'Search' button.	<div>Manage Requisitions</div> <div><div><div>Search Requisitions</div><div>To locate requisitions, edit the criteria below and click the Search button</div><div><div>Business Unit</div><div>Requisition ID</div><div>Date From</div><div>Requester</div><div>Requisition Name</div><div>Request State</div><div>Date To</div><div>Entered By</div><div>Budget Status</div><div>PO ID</div></div><div><div>Search</div><div>Clear</div><div>Show Advanced Search</div><div>Acquisition Lifecycle Search</div></div></div><div><div>Create New Requisition</div><div>Review Change Request</div><div>Review Change Tracking</div><div>Manage Receipts</div><div>Requisition Report</div></div><div>Enter search criteria to find Requisitions.</div></div>																
1.2	If you'd like to limit your search results to ONLY requisitions which currently have Acquisition Lifecycle data (or if requisition-related information is unknown) click on the Acquisition Lifecycle Search hyperlink.	<div><div><div>Search</div><div>Clear</div><div>Show Advanced Search</div><div>Acquisition Lifecycle Search</div></div><div><div><div>Buyer</div><div>Solicitation ID</div><div>Solicitation Description</div><div>Acquisition Event</div><div>Date From</div><div>Date To</div></div><div>Please Note: Use of these advanced search fields will limit your results to ONLY requisitions with Acquisition Lifecycle data.</div><div><div>Clear Lifecycle Search</div><div>Hide Lifecycle Search</div></div></div></div>																
1.3	To search by Solicitation Description: Enter a string value (e.g., 'ACP EAST' as shown on the right), and then click the 'Search' button.	<div>Search results will display all requisitions with a lifecycle record containing 'ACP EAST' in the Solicitation Description. In this example, one lifecycle record exists.</div> <div><div><div><div>Buyer</div><div>Solicitation ID</div><div>Solicitation Description</div><div>Acquisition Event</div><div>Date From</div><div>Date To</div></div><div>Please Note: Use of these advanced search fields will limit your results to ONLY requisitions with Acquisition Lifecycle data.</div><div><div>Clear Lifecycle Search</div><div>Hide Lifecycle Search</div></div></div><div><div>Requisitions</div><div>To view the lifespan and line items for a requisition, click the Expand triangle icon.</div><div>To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</div><table><tr><th>Req ID</th><th>Requisition Name</th><th>BU</th><th>Date</th><th>Request State</th><th>Budget</th><th>Total</th><th></th></tr><tr><td>0000006855</td><td>AY18 2001.2003.2009.201...</td><td>MDJUD</td><td>06/02/2017</td><td>PO(s) Completed</td><td>Valid</td><td>2,312,557.03 USD</td><td>[Select Action] Go</td></tr></table></div></div>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		0000006855	AY18 2001.2003.2009.201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD	[Select Action] Go
Req ID	Requisition Name	BU	Date	Request State	Budget	Total												
0000006855	AY18 2001.2003.2009.201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD	[Select Action] Go											
1.4	Click on the pulldown menu for the requisition. Select the 'Acq. Lifecycle' menu item, and then click the 'Go' button.	<div><div><div><div>Buyer</div><div>Solicitation ID</div><div>Solicitation Description</div><div>Acquisition Event</div><div>Date From</div><div>Date To</div></div><div>Please Note: Use of these advanced search fields will limit your results to ONLY requisitions with Acquisition Lifecycle data.</div><div><div>Clear Lifecycle Search</div><div>Hide Lifecycle Search</div></div></div><div><div>Requisitions</div><div>To view the lifespan and line items for a requisition, click the Expand triangle icon.</div><div>To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</div><table><tr><th>Req ID</th><th>Requisition Name</th><th>BU</th><th>Date</th><th>Request State</th><th>Budget</th><th>Total</th><th></th></tr><tr><td>0000006855</td><td>AY18 2001.2003.2009.201...</td><td>MDJUD</td><td>06/02/2017</td><td>PO(s) Completed</td><td>Valid</td><td>2,312,557.03 USD</td><td>[Select Action] Go</td></tr></table><div><div>Acq. Lifecycle</div><div>Approvals</div><div>Cancel</div><div>Copy</div><div>Edit</div><div>View Print</div><div>Select Action</div></div></div></div>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		0000006855	AY18 2001.2003.2009.201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD	[Select Action] Go
Req ID	Requisition Name	BU	Date	Request State	Budget	Total												
0000006855	AY18 2001.2003.2009.201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD	[Select Action] Go											

<p>1.5</p>	<p>View the Lifecycle for the requisition you selected. Note there are a total of 19 icons shown to the right. In this example, 18 are active and 1 is inactive.</p> <p>‘PO Issued to Vendor’ is displayed in greyscale mode. A grey icon indicates the event has not yet been completed, or is not applicable (N/A).</p> <p>NOTES:</p> <ul style="list-style-type: none"> Icons in greyscale mode associated with a date indicate a future-dated event. <i>Example:</i>  <ul style="list-style-type: none"> An asterisk * next to an event label indicates the existence of comments and/or attachments related to the event. 	<p>Acquisition Lifecycle for Requisition: 0000006855</p>
<p>1.6</p>	<p>Click on an icon with an * next to its event label.</p> <p>View the contents of the Comments box and/or click on Attachments (if applicable).</p> <ul style="list-style-type: none"> NOTE: Non-DPCGA buyers have read-only access to the Lifecycle data. <p>When done, click on the Return to Acquisition Lifecycle hyperlink to return to the Lifecycle page.</p>	

1.7

Click on the [Return to Manage Requisitions](#) hyperlink to return to the Manage Requisitions search page.

Acquisition Lifecycle for Requisition: 0000006855

Requester: ROBIN NHARE
Buyer: DAVID ROBINSON
Requisition Name: AY18 2001,2003,2009,2011 Lease
Entered on: 06/02/2017
Last Change Date: 06/06/2018 12:02:49PM
Solicitation ID: L18-63435-25

[Return to Manage Requisitions](#)
[Print](#)

Additional Sample Searches

1.8

To search by Solicitation Method – ‘RFP’ and Date Range: Select **Acquisition Event** = '01.Solicitation Method', and **Solicitation Method** = 'RFP', enter a **Date From/To**, and then click the ‘Search’ button.

Search Clear Show Advanced Search **Acquisition Lifecycle Search**

Buyer: Please Note: Use of these advanced search fields will limit your results to ONLY requisitions with Acquisition Lifecycle data.

Solicitation ID:

Solicitation Description:

Acquisition Event: **01 Solicitation Method** Date From: **07/01/2018** Date To: **07/31/2018**

Solicitation Method: **RFP**

[Clear Lifecycle Search](#) [Hide Lifecycle Search](#)

1.9

Click the [Clear Lifecycle Search](#) button to start a new lifecycle search. All existing search selections above are cleared.

1.10

To search by Acquisition Event and Date Range: Select **Acquisition Event** = '02.Approved by DPCGA', enter a **Date From/To**, and then click 'Search'.

Next, select a requisition for review. Click on the pull-down menu, select 'Acq Lifecycle', and then click 'Go'.

Search Clear Show Advanced Search Acquisition Lifecycle Search

Buyer: Please Note: Use of these advanced search fields will limit your results to ONLY requisitions with Acquisition Lifecycle data.

Solicitation ID:

Solicitation Description:

Acquisition Event: **02 Approved by DPCGA** Date From: **05/01/2018** Date To: **07/31/2018**

[Clear Lifecycle Search](#) [Hide Lifecycle Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
0000007562	AY18 Upper Marlboro-carpet	MDJUD	11/06/2017	PO(s) Dispatched	Valid	50,000.00 USD	Acq Lifecycle Go
0000007303	AY18 SCRAM	MDJUD	08/17/2017	Partially Dispatched	Valid	69,050.00 USD	[Select Action] Go
0000006172	G17AJ0226N FY18	MDJUD	07/01/2017	PO(s) Dispatched	Valid	64,739.00 USD	[Select Action] Go
0000005760	CASA/Wash. Grant Award	MDJUD	11/09/2016	PO(s) Completed	Not Chkd	36,661.00 USD	[Select Action] Go
0000005294	AY17 JMI Case Management	MDJUD	07/06/2016	Partially Dispatched	Valid	309,167.00 USD	[Select Action] Go

1.11

To search by Solicitation Method - 'Real Property RFP': Select **Acquisition Event** ='Solicitation Method', and **Solicitation Method**: 'Real Property RFP', and then click the 'Search' button.

Buyer:

Solicitation ID:

Solicitation Description:

Acquisition Event: 01.Solicitation Method Date From: Date To:

Solicitation Method: **Real Property RFP**

[Clear Lifecycle Search](#) [Hide Lifecycle Search](#)

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
000007562	AY18 Upper Marlboro-carpet	MDJUD	11/06/2017	PO(s) Dispatched	Valid	50,000.00 USD		Go
000006855	AY18 2001,2003,2009,201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD		Go
000006609	AY18 Carroll CC G18F50825U	MDJUD	05/19/2017	PO(s) Dispatched	Valid	271,065.00 USD		Go
000005763	OPD-CINA-	MDJUD	11/09/2016	PO(s) Completed	Valid	78,480.00 USD		Go

Option II:**Navigation:**

Main Menu > eProcurement > Acquisition Lifecycle Search

Acquisition Lifecycle Search

Search Lifecycle Requisitions

To locate lifecycle requisitions, edit the criteria below and click the Search button.

Business Unit: MDJUD

Requisition ID:

Requisition Name:

Requester:

Entered By:

[Search](#) [Clear All](#) [Advanced Lifecycle Search](#)

Requisition Name	Req Date	Status	Budget Status	Req Total
1				

[Save](#)

2.1

If a specific Requisition ID or other requisition-related information is known (i.e., Requester, Requisition Name, etc.), enter your selection criteria, and then click the 'Search' button.

Search Lifecycle Requisitions

To locate lifecycle requisitions, edit the criteria below and click the Search button.

Business Unit: MDJUD

Requisition ID: 000007375

Requisition Name:

Requester:

Entered By:

[Search](#) [Clear All](#)

2.2

If you select a requisition and it does not already exist in the lifecycle records, the message to the right will be displayed.

Click 'OK' to acknowledge/dismiss the message, and then click 'Clear All' to reset the search.

Search Lifecycle Requisitions

To locate lifecycle requisitions, edit the criteria below and click the Search button.

Business Unit: MDJUD

Requisition ID: 000007004

Requisition Name:

Requester:

Entered By:

[Search](#) [Clear All](#)

Message

Lifecycle data for this requisition does not exist. (20000,102)

[OK](#) [Cancel](#)

2.3

If you'd like to limit your search results to ONLY requisitions which currently have Acquisition Lifecycle data (or if requisition-related information is unknown) click on the [Acquisition Lifecycle Search](#) hyperlink.

Note: The search criteria in the Advanced Lifecycle Search box is the same as found on the Manage Requisitions page. Refer to **Steps 1.3 - 1.6** above.

[Search](#) [Clear All](#) [Advanced Lifecycle Search](#)

Buyer:

Solicitation ID:

Solicitation Description:

Acquisition Event: Date From: Date To:

[Clear Lifecycle Search](#) [Hide Advanced Search](#)

Printing Lifecycle Comments

3.1

From the Lifecycle page, click the 'Print' hyperlink.

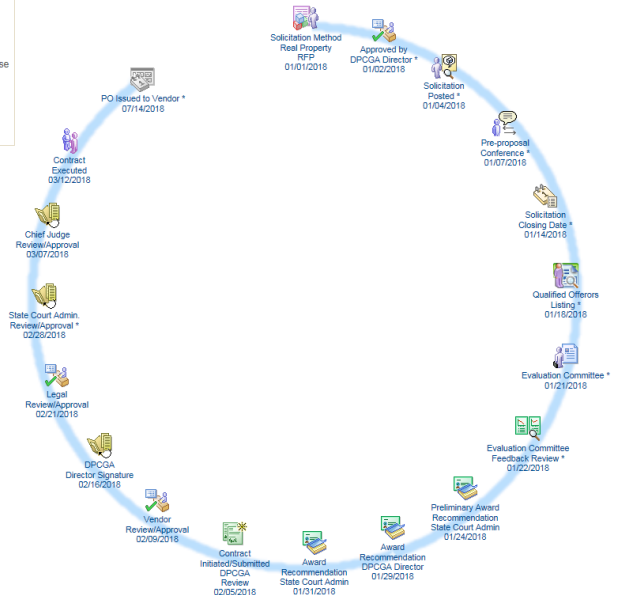
Printing Comments

Acquisition Lifecycle for Requisition: 0000006855

Requester: ROBIN.NHARE
Buyer: DAVID.ROBINSON
Requisition Name: AY18 2001,2003,2009,2011 Lease
Entered on: 06/02/2017
Last Change Date: 06/06/2018 12:02:49PM
Solicitation ID: L18-63435-25

[Return to Lifecycle Search](#)

[Print](#)



3.2

On the Acquisition Lifecycle Print page, users have the option to:

- Print all events by selecting its checkbox, or
- Select specific events as needed.

After making your selections, click the 'Run Report' link.

Acquisition Lifecycle Print

Acquisition Lifecycle Data

Requisition ID: 0000006855 AY18 2001,2003,2009,2011 Lease

Events

☐ [Print All Events](#)


[Run Report](#)

- | | |
|---|---|
| <input type="checkbox"/> Solicitation Method | <input type="checkbox"/> Award Recommendation - State |
| <input type="checkbox"/> Solicitation Approved - DPCGA | <input type="checkbox"/> DPCGA Review |
| <input type="checkbox"/> Solicitation Posted to Website | <input type="checkbox"/> Vendor Review/Approval |
| <input type="checkbox"/> Pre-proposal Conference | <input type="checkbox"/> DPCGA Director Signature |
| <input type="checkbox"/> Solicitation Closing Date | <input type="checkbox"/> Legal Review/Approval |
| <input type="checkbox"/> Qualified Offerors Listing | <input type="checkbox"/> State Court Review/Approval |
| <input type="checkbox"/> Evaluation Committee | <input type="checkbox"/> Chief Judge Review/Approval |
| <input type="checkbox"/> Committee Feedback/Review | <input type="checkbox"/> Contract Executed |
| <input type="checkbox"/> Prelim. Awd. Recom. St. Court | <input type="checkbox"/> PO Issued to Vendor |
| <input type="checkbox"/> Award Recommendation - DPCGA | |

[Return to Acquisition Lifecycle](#)

3.3

Once run successfully, the Acquisition Lifecycle report will open as a new page as shown to the right. The report can be printed or saved as a PDF, if needed.

	Report ID: AOC5049001 User ID: KEVIN JONES Req ID: 0000006855 Req Name: AY18 2001,2003,2009,2011 Lease	ACQUISITION LIFECYCLE	Page 1 of 3 Run Date: July 10, 2018 Run Time: 19:47 PM
	Solicitation Number: L18-63435-25 Contract ID: L18-63435-25 Requestor: ROBIN NHARE Buyer: DAVID.ROBINSON		
Solicitation Description: ACP EAST LLC, FY18 LEASE & RE Contract Description: FY18 Lease & Rental Contracts			
Main Solicitation Comments:			
Event: Solicitation Method Event Date: 01/01/2018 Last Updated By: esther.bouryng Comments:			
Event: Approved by DPCGA Event Date: 01/02/2018 Last Updated By: esther.bouryng Comments: Approved by Kevin Kelly			
Event: Solicitation Posted Event Date: 01/04/2018 Last Updated By: esther.bouryng Comments: Solicitation will post on Friday, May 4, 2018.			
Event: Pre-proposal Conference Event Date: 01/07/2018 Last Updated By: esther.bouryng Comments: Pre-proposal conference booked for 2PM at the JECC, Suite 407C.			
Event: Solicitation Closing Date Event Date: 01/14/2018 Last Updated By: esther.bouryng Comments: Solicitation to be closed one week after conference.			
Event: Qualified Offerors Listing Event Date: 01/18/2018 Last Updated By: esther.bouryng Comments: Qualified Offerors Listing is due on 1/18 by COB.			
Event: Evaluation Committee Event Date: 01/21/2018 Last Updated By: esther.bouryng Comments: Evaluation Committee will reconvene at the JECC to review qualified offerors listing at the JECC, Location TBD.			



End of Document